

## REPORT IDENTIFICATION

Report Title: **Course Program Subscription Overview**

Menu Path: **Human Resources >> SAP Learning Solution >> Information System >> Reports >> Participation**

LEO Menu Path: **My Staff >> Reporting >> LS-Course Program Subscription**

**My Employees >> LS-Course Program Subscription**

**Training Administration >> Learners >> General**

**Training Coordinator >> Participation**

Transaction Code: **ZP234**

## REPORT UTILIZATION

### Primary Use:

This report can be run to determine which courses are not completed within a course program for employees within your agency.

## REPORT SELECTION CRITERIA AND OUTPUT

### Selection Criteria:

Personnel Area \*

Organizational Unit

Personnel Number

External Person

Course Group \*\*

Course Program

Org Structure

### Report Options:

Include Completed Course Types

### Note:

\*This report cannot be run by Personnel Area alone. Other selection criteria, in addition to Personnel area, must be entered.

\*\*If selecting Course Group, be sure that the Group value specified does include Course Programs, otherwise the query will not yield any results.

### Report Output:

Course Program

Personnel Number (double click to Training Transcript)

Last Name

First Name

Delivery Method

Course Type Text

Prerequisites Met

Participation Status Text

Program Due Date  
 Block Required  
 Course Program Block Name

Status Date  
 Alt Course Exists (double click to alt course names)  
 Work Parish Text

**Hidden Fields:**

Personnel Area  
 Job Title  
 Course Program Number  
 Course Type Number  
 Personnel Area Text  
 Job Key  
 Subscription Start  
 Delivery Method Number  
 Participation Status Number

Course Group Number  
 Course Group Text  
 Organizational Unit Number  
 Short Text of Organizational Unit  
 Learner Type  
 Supervisory Trn Group  
 Position Number  
 Work Parish Number  
 Course Block Number

## SELECTION CRITERIA HINTS

This report can be run for a single employee, multiple employees, a single course group, multiple course groups, a single course program, and multiple course programs.

The report can be run **without a selection of a Report Option**. This variation of the report will output all incomplete courses within course programs.

**Include Completed Course Types** report option will display all incomplete and complete courses within course programs.

## MY STAFF INFORMATION

**Reporting Period Selection**

Regardless of reporting period selected, retrieves all course program subscriptions for the employee(s) selected.

**Employee Selection** for detailed information click link [MY STAFF Reports – Employee Selection](#).

## My Employee INFORMATION

**Reporting Period**

Retrieves all course program subscriptions for the employee(s) selected.

**Employee Selection**

Default value – all employees that report to your position.

## NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

**Notes:** If the Training Transcript indicates a completed course and this report does not, please submit a help desk ticket.

When filtering on the Participation Status, an asterisk \* must be included at the end of each status value, examples: Completed\*, Book Now\*, Prebook Now\*.

### Definitions:

Below is a more detailed explanation of the **Participation Status**, **Status Date** and **Alt Exists** columns.

Participation Status	Status Date	What does this mean?	Alt Exists  'X' indicates that Alternate courses do exist.
Completed	Date standard course was completed.	Learner completed what is considered the <b>standard</b> course that most Learners will complete to satisfy this requirement.	
Alt Completed	Date alternate course was completed.	Learner did not complete the standard course, but instead completed one of the approved <b>alternate</b> courses.	Double click on the 'X' in this column to display the actual name of the alternate course that was completed.
Std Booked	Displays start date for instructor-led course booked or date booked, if a web course.	Learner is booked into the <b>standard</b> course.	
Alt Booked	Displays start date for instructor-led course booked or date booked, if a web course.	Learner is booked into the <b>alternate</b> course.	Double click on the 'X' in this column to display the actual name of the alternate course that is booked.
Book Now	Earliest date that the <b>standard</b> course can be booked.	There is a course date available for the <b>standard</b> course and/or a course date available for the <b>alternate</b> course; no guarantee, however, that there are available seats.	To see if alternate course can be booked now, double click on the 'X' in this column.

Participation Status	Status Date	What does this mean?	Alt Exists  <b>'X'</b> indicates that Alternate courses do exist.
Std Crs Avail / Prebooked Alt	Earliest date that the <b>standard</b> course can be booked.	There is a course date available for the <b>standard</b> course; no guarantee, however, that there are available seats. Learner previously prebooked the alternate course, so may not be interested in booking the <b>standard</b> course.	Double click on the 'X' in this column to display the name of the alternate course that is prebooked.
Prebooked Std / Alt Avail	Earliest date that one of the <b>alternate</b> course types can be booked.	There is a course date available for at least one of the <b>alternate</b> courses; no guarantee, however, that there are available seats. Learner previously prebooked the standard course. Learner may not be interested in booking the <b>alternate</b> course.	Double click on the 'X' in this column to display available class dates for alternate course.
Prebook Std / Alt Avail	Earliest date that one of the <b>alternate</b> course types can be booked.	Learner can book the <b>alternate</b> course or prebook the <b>standard</b> course.	Double click on the 'X' in this column to display available class dates for alternate course.
Prebooked	Date Learner prebooked the standard course.	Learner is prebooked for the <b>standard</b> course.	
Alt Prebooked	Date Learner prebooked the <b>alternate</b> course.	Learner is prebooked for the <b>alternate</b> course.	Double click on the 'X' in this column to display the name of the alternate course that is prebooked.
Prebook Now	(will be blank)	No dates are available to book either the <b>standard</b> or <b>alternate</b> course, if one exists. Prebook appropriate course now so administrator will know that the learner is waiting for them to post a new class date.	

**References:** [Tips and Standard Reporting Information](#)

Employee Help for portal iView – [Incomplete Programs – Review My Status](#)